



January 2008

# SCHOOL FINANCE UPDATE

*A Monthly Newsletter Published by the School Finance Division*

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward this newsletter to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

## **FY2008 2nd Semester Bus Inspections**

Pre-filled bus inspection forms (TR-13) for the second semester may be printed from the transportation system. Buses must pass inspection by January 31, 2008 in order to be eligible for full funding for the second semester. Please schedule inspections early to allow time for re-inspection by January 31, if necessary.

**For more information, contact Maxine Mougeot [mmougeot@mt.gov](mailto:mmougeot@mt.gov) or 406-444-3096.**

## **February 1 Spring Enrollment Count**

The Spring Enrollment count date is Friday, February 1, 2008. If February 1 is not a school day for your district, use the next school day for your enrollment count. The deadline for submitting the enrollment reports is February 8, 2008.

OPI will notify school district officials and county superintendents when the MAEFAIRS system is available for spring enrollment reporting.

**For more information, contact Nica Carte [ncarte@mt.gov](mailto:ncarte@mt.gov) or (406) 444-4401.**

## **Full-Time Kindergarten Start-up Costs Reminder**

Districts that intend to offer a full time kindergarten program before July 1, 2012 and that have not already applied for additional funding for FTK with the PAA-3 form should complete and submit the Intent to Offer a Full-Time Kindergarten Program form. The form is available on the OPI website at: <http://www.opi.mt.gov/PUB/pdf/SchoolFinance/forms/07IntendFTK.pdf>

Completed forms should be sent to Kathleen Wanner by fax to (406) 444-0509 or by mail to P.O. Box 202501, Helena, MT 59620-2501.

Upon receipt of the intent form, OPI will issue payment of the OTO Start-up costs on the next scheduled payment. Since payments for start up funds are based on kindergarten students reported on the October 2006 enrollment count, some districts will not be eligible for these funds. A report detailing these payments can be found on the OPI website at: <http://www.opi.mt.gov/PUB/pdf/SchoolFinance/budget/FY08OTOPFTK.pdf>

**For more information, contact, Kathleen Wanner [kwanner@mt.gov](mailto:kwanner@mt.gov) or (406) 444-9852**

### **2009 Indirect Cost Rate Applications Due April 30, 2008**

The OPI has changed the due date for indirect cost rate applications to April 30th. This submission date will ensure that districts' approved indirect cost rates (IDCs) are loaded into the Electronic Grants Management System (E-Grants) when the FY2009 E-Grant applications are available to districts. Districts that want to recover IDCs from federal or state programs administered by the OPI must submit a "Certification and Request for Authorized Indirect Cost Rate" application to the OPI School Finance Division for approval by April 30th of each year. The OPI will send an official e-mail to notify districts of the release of the FY2009 indirect cost rate application.

**For Information, contact Paul Taylor [ptaylor2@mt.gov](mailto:ptaylor2@mt.gov) or (406) 444-1257**

### **FY2007 TFS Reports**

The FY2007 TFS Reports have been posted to the OPI website at the following link:  
<http://www.opi.mt.gov/PUB/School%20Finance/TFSReports/FY2007/>

If you need assistance with opening these files, please contact Donell Rosenthal  
[drosenthal@mt.gov](mailto:drosenthal@mt.gov) or (406) 444-3024

### **2008 School Election Calendar**

The 2008 School Election Calendar is posted on the OPI website at  
<http://www.opi.mt.gov/PUB/PDF/SchoolFinance/forms/08ElectionCalendar.pdf>

**For Information, contact Denise Ulberg [dulberg@mt.gov](mailto:dulberg@mt.gov) or (406) 444-1960**

### **Obtaining Payments for State-Paid Tuition**

As a result of HB83 (passed in the 2005 legislative session), OPI is responsible for payment of tuition for students placed in a district outside the student's district of residence by a state agency or court, including tribal court.

During the 2006-07 school year, student attendance agreements (FP-14/FP-14A) for these placements were received, reviewed and approved by OPI and input in the Tuition module on MAEFAIRS. Districts may now log on to MAEFAIRS through Citrix on OPI's website to access a list of approved FP-14/FP-14A forms and enter the days enrolled for each agreement. When the days enrolled has been entered for all agreements on the list, the district should "submit" the information and MAEFAIRS will automatically generate a payment. Districts have until June 30, 2008 to complete this process.

Complete information and instructions are available at:

<http://www.opi.mt.gov/PDF/SchoolFinance/Tuition/STPdTuitionInstruc.pdf>

**For more information, contact Denise Ulberg [dulberg@mt.gov](mailto:dulberg@mt.gov) or (406) 444-1960**

### **Reporting Requirements for School Funding Legislation**

The Office of Public Instruction has developed guidance for reporting and tracking revenues and expenditures related to the additional funding provided in Senate Bill 2 and House Bill 2 approved by the legislature in the 2007 special session, including full-time kindergarten, Indian Education for All and Capital Investment and Deferred Maintenance payments.

The document is located at:

<http://www.opi.mt.gov/PUB/pdf/SchoolFinance/Acct/07LegFundingGuidance.pdf>

**For more information, contact Rebecca Phillips [rphillips2@mt.gov](mailto:rphillips2@mt.gov) or (406) 444-0783**

### **New Threshold for FY2008 Audits**

House Bill 487 increased the threshold for local governments, including school districts, to be audited. Districts with more than \$500,000 total revenue in all funds combined must have a "regular" audit. The bill also ties the threshold for an audit to the level set by the federal Office of Management and Budget (OMB) for A-133 audits. An A-133 audit is required if a district spent more than \$500,000 of Federal Assistance, including USDA commodities, for the fiscal year. School districts that do not meet the \$500,000 total revenues threshold must have an audit review every four years as directed by the OPI.

**For more information, contact Rebecca Phillips [rphillips2@mt.gov](mailto:rphillips2@mt.gov) or (406) 444-0783**

## IRS Mileage for 2008

Effective January 1, 2008, reimbursement rates for personal car mileage driven in connection with State business is increased to 50.5 cents per mile. The increase is authorized by MCA 2-18-503 and is made in conjunction with the official increase by the Internal Revenue Service (IRS). The IRS announcement is available at the following link:  
<http://www.irs.gov/newsroom/article/0,,id=176030,00.html>

For more information, contact Denise Ulberg [dulberg@mt.gov](mailto:dulberg@mt.gov) or (406) 444-1960

## 2007 School Law Books

The 2007 School Law books are here! If you have not ordered your books, you can access the order form at <http://www.opi.mt.gov/pdf/legaldivision/schoollaworderform.pdf>

If you sent your order and your books have not arrived, please call Nancy Toole at 444-3148 to check on your order.

## State and Federal Grant Payments

The State and Federal Grants Payments can be viewed at the following link:  
<http://data.opi.mt.gov/webinfo/paymentspdf/federalstatepayments/>

## Useful Links

State Entitlement Payments to Schools:  
<http://www.opi.mt.gov/PUB/School%20Finance/Payments/>

Preliminary Budget Data Sheets:  
<http://opi.mt.gov/Pub/School%20Finance/PreliminaryBudgetDataSheets/>

School Accounting: <http://www.opi.mt.gov/SchoolFinance/Acct2.html>

Forms and Publications: <http://www.opi.mt.gov/SchoolFinance/Forms2.html>

Pupil Transportation: <http://www.opi.mt.gov/PupilTransport/index.html>

Enrollment and ANB: <http://www.opi.mt.gov/SchoolFinance/Enrollment2.html>

Tuition: <http://www.opi.mt.gov/SchoolFinance/Tuition2.html>

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